

Executive Assistant to Head of School

Candidate Information Pack

Closing Date: 12.00pm, Tuesday 1st September 2026



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Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a recently merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Welcome from the Head of School

Dear Applicant,

Thank you for considering applying for the position at Conyers School and Sixth Form College. We are so very proud of our school and we are thrilled that you have taken an interest in being part of the team.

Conyers is a thriving and fully inclusive 11-18 comprehensive school, home to over 1300 students. We are proud of our strong, destination-driven curriculum, which enriches learning within and beyond the classroom. Our mission is simple: to provide every student with the opportunity to realise their potential, both professionally and personally, so they can secure meaningful destinations and positively contribute to the world they live in.

At Conyers, we aim for academic excellence through outstanding teaching and high expectations for all students. We celebrate achievement not only in examination results but also in the arts, sports, music, and drama, which play essential roles in our curriculum.

Our curriculum is founded on high expectations, strong values, and positivity, all underpinned by our principles: Ready, Respect, Safe. With a focus on perseverance, we help students build the resilience needed to navigate life challenges.

Our goal is to prepare students for an ever-evolving world. We aim to equip them to contribute as well-rounded, digitally resilient individuals. By fostering curiosity and reflection, we cultivate lifelong learners immersed in a rich, broad curriculum that expands their horizons and builds independence, determination, creativity, and confidence.

Our motto, 'through perseverance,' is at the heart of our community. It represents our commitment to kindness, mutual support, and environmental care. This ethos defines the Conyers culture we embrace every day.

We are excited to welcome an inspirational and passionate individual to join our dedicated staff, supporting exceptional outcomes and preparing students for life beyond school.

If our vision resonates with you, and you would like to join a truly exceptional team, we would be delighted to receive your application.

Thank you.

Chris Coleman
Head of School

Executive Assistant to Head of School

Job Title: Executive Assistant to Head of School

Location: Conyers School & Sixth Form (Yarm)

Start Date: As Soon As Possible

Actual Salary: £32,061 to £33,699 (Grade I, SCP 19 to 22, pending job evaluation)

Hours of Work: 37 hours per week, Monday to Friday, whole time

Contract Type: Permanent

Closing Date: 12.00pm, Tuesday 1st September 2026

Interviews: w/c Monday 7th September 2026

About the Role

We are looking to appoint a highly motivated individual who will provide efficient and effective support to the Head of School as well as provide excellent support and guidance on a range of administration tasks.

The successful candidate will:

- Provide high-level executive and administrative support to the Head of School, including proactive management of the Head of School's diary, priorities and correspondence.
- Lead and oversee HR administration and workforce processes within the school, working in partnership with the Trust HR Team.
- Coordinate governance, complaints, data protection and sensitive records on behalf of the Head of School.

About Us

We are a recently merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

How to Apply

Please make sure that the application form is completed and returned via email to vacancies@sparkeducation.org.uk, addressed to Mr C Coleman, Head of School.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from

the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Conyers School and Sixth Form College is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click [here](#).

Job Description

POSITION:	Executive Assistant to Head of School
REPORTS TO:	Head of School
GRADE:	I (Whole Time) pending job evaluation

JOB SUMMARY

To provide high-level executive and administrative support to the Head of School, including proactive management of the Head of School's diary, priorities and correspondence.

To lead and oversee HR administration and workforce processes within the school, working in partnership with the Trust HR team.

To coordinate governance, complaints, data protection and sensitive records on behalf of the Head of School.

MAIN DUTIES/RESPONSIBILITIES

PA Support

- Provide a high level of professional and administration support to the Head of School.
- Manage complex queries relating to Head of School including enquiries, complex correspondence, including complaints.
- To manage an efficient admin system for the Head of School to facilitate communication to staff.
- To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by the Head of School and Deputy Head of School.
- Proactively manage the Head of School's diary, appointments and meeting commitments, and maintain the overall school diary and key dates.
- To provide advice and guidance to staff on all administrative issues and offer advisory support on complex procedures.
- Prepare agendas and take minutes at Executive meetings and other meetings as requested by the Head of School.

Data and Administration

- To take a lead role in the development and maintenance of records/information systems.
- To take a lead role in the design, management and co-ordination of appropriate administrative systems across the school as required.
- Coordinate freedom of information requests, subject access requests and data breaches with the Trust Data Protection Officer, including tracking deadlines and coordinating responses.
- To coordinate the provision, analysis and evaluation of data, detailed reports and information to the Executive Team, the Governing Body and outside agencies.

HR Administration

- Lead and oversee HR administration and workforce processes within the school, working in partnership with the Trust HR team. Including recruitment, staff records, payroll administration, employee lifecycle processes and Single Central Record compliance.
- Line manage the Administration Assistant providing support and oversight.

Governance, GDPR and policy

- Working with the Executive Team and wider stakeholders (including LGC), coordinate the review, ratification and publishing of school policies.
- To plan, develop and design monitoring systems which complement Trust policies and procedures.
- To coordinate governance including communications, paper distribution and governor-school interactions in partnership with the external clerk.

- To coordinate correspondence and communications surrounding attendance, behaviour, suspensions and permanent exclusions. Working with the Trust and external clerk in the provision of required panels.

Other Responsibilities

- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Be aware of and support difference and ensure Equal Opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

SAFEGUARDING and Promoting the Welfare of Children and Young People

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The duties and responsibilities listed are indicative of the tasks that will be performed and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

Person Specification

	Essential		Desirable	
Qualifications and Training	1	GCSEs, or equivalent, with Grade 4 or above in English and Maths.	17	L4+ Business or School Administration qualifications.
	2	Relevant Level 3 qualification and / or equivalent experience		
Experience & Knowledge	3	Experience of management and operation of administrative systems	18	Experience of managing staff
	4	Experience of working in an office environment	19	Experience of working in a school environment.
	5	Knowledge of Data Protection requirements and understanding of confidentiality	20	Experience of Arbor /comparable MIS and / or a HR or payroll system
			21	PA / Exec Assistant / HR Experience
			22	Knowledge of governance procedures including complaints
			23	Knowledge of safer recruitment and / or Single Central Record
Skills	6	Excellent interpersonal and teamwork skills with the ability to enthuse and motivate others	24	Proficiency in IT to be able to upskill and utilise new systems.
	7	An ability to deal with internal and external stakeholders calmly and professionally		
	8	The ability to be adaptable, work under pressure and multi-task.		
	9	Excellent verbal and written communication skills.		
	10	Ability to draft clear correspondence		

	Essential		Desirable	
	11	The ability to be proactive, prioritise, react and respond in an adaptive environment.		
	12	Excellent digital skills including Office packages, E-Mail and PC navigation.		
	13	Produce work of a high standard, with accuracy and attention to detail.		
	14	Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding.		
Personal Attributes	15	Friendly and approachable Self-motivated Reliable and punctual Flexible A commitment to working as part of the whole school team and supporting the vision and aims of the school		
Safeguarding and Promoting the Welfare of Children and Young People	16	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people		

How to Apply

Application forms and further details are available on the Trust's website –

www.sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to vacancies@sparkeducation.org.uk, addressed to Mr C Coleman.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

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Interviews to be held: w/c Monday 7th September 2026

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.